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OFFICE OF FINANCE STAFF MEETING MINUTES

27 January 1982

A. Items from Mr. Sherman:

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2. A meeting is to be held on the Automated Compensation and Information System (ACIS) on resource requirements on 3 February at 1300.

3. Mr. Sherman reported [] is preparing a new report on the status of delinquent accounts, individual advances, and station accountability.

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4. Mr. Sherman reported on the meeting with the DDA yesterday on the planning process. Feels that there is a need to be more precise in each area and tell what progress is being made.

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B. Around-the-table:

1. [] reported employee 1981 tax documentation (Form W-2) was distributed to HQS. employees on 21 January and was released to [] on 25 January. Further research is continuing to clarify addresses for distribution of a small number of remaining documents, will conclude by Friday. It was mentioned the need to keep CEMLOC records up-to-date.

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3. [] mentioned at the Contract Review Board Meeting that he is recommending that CSAD get deeply involved in the construction of the new building.

4. [] reported there will be a meeting with the OF Division and Staff Chiefs on Friday re proprietaries. Also mentioned he needs

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the info on Weather Emergency from each Division and Staff broken down into three categories: mandatory or essential; not mandatory, but expected to report; and non-essential (excused) personnel.

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6. [redacted] announced there will be a White House ceremony on Wednesday, 3 February at 1000 for the President of Egypt. Finance quota is one ticket, please advise OF/CMS via telephone of individuals who are interested in attending by NOON, Thursday, 28 January. Ceremony will be cancelled if inclement weather. Also announced on 1 February.

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